

SECRET

1-5990

FEB 20 1951

25X1A

Assistant Deputy Director (Administration)

Appointment as

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1. You are hereby appointed

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2. You will proceed at the earliest practical date in accordance with authorized travel orders to and assume the duties of the

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3. In accordance with authority delegated to the you are to undertake the following in connection with the activation of the

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a. Make arrangements with the appropriate offices concerned on matters pertaining to Security, Personnel, Finance, Procurement, Transportation and Medical Services, in accordance with general instructions which will be issued to you by the Assistant Deputy Director (Administration) from time to time.

4. On arrival at your duty station the following matters are to be acted on in the order listed and in accordance with any special instructions to be issued to you by the Security Staff:

a. Introduction to local officials.

b. Register vehicles as required.

c. Employ local personnel for guard force and other custodial duties in accordance with the table of organization established.

5. Develop and implement fire protection plan.

6. With a member of the Physical Security Branch, develop and implement a plan for the physical security of the installation, including:

a. Construction of the necessary fencing.

b. Arrange for instruction of guard force personnel in the use and handling of firearms.

7. Procure locally the necessary materials and labor to convert certain buildings to suitable warehouse and signal center space.

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8. Develop supply, transportation, personnel and space requirements for both the Interim Use Plan and Basic Use Plan of the installation.

9. Provide for the safekeeping and accounting of all real and personal property of the installation.

10. Prepare and submit periodic progress reports to the Assistant Deputy Director (Administration) as required.

11. Delegation to Mr. [REDACTED] dated 8 January 1951 is hereby rescinded.

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[REDACTED]

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Copies to:

General Counsel  
A-DD/A-I&S  
Pers Director  
Comptroller  
Chief, Adm Services  
Chief of Procurement  
Chief, Medical Staff

[REDACTED]  
DD/A (2)

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